



# Logistics Section

## Pinal County Emergency Operations Center

### **Logistics Section**

### Functional Positions



# Logistics Section

## Course Objectives

- By the end of this course you should be able to describe primary Logistical functions as demonstrated.
- Describe the duties, functions, and responsibilities of the different Logistical support personnel.



# Logistics Section

## EOC Staffing



- Staffing level is determined by situation during an emergency.
- EOP defines the level of activation which dictates number of personnel required to operate EOC functional areas.
- Span of Control is 1:7 (i.e. one supervisor for up to seven sub-functions. Optimal is five!



# Logistics Section

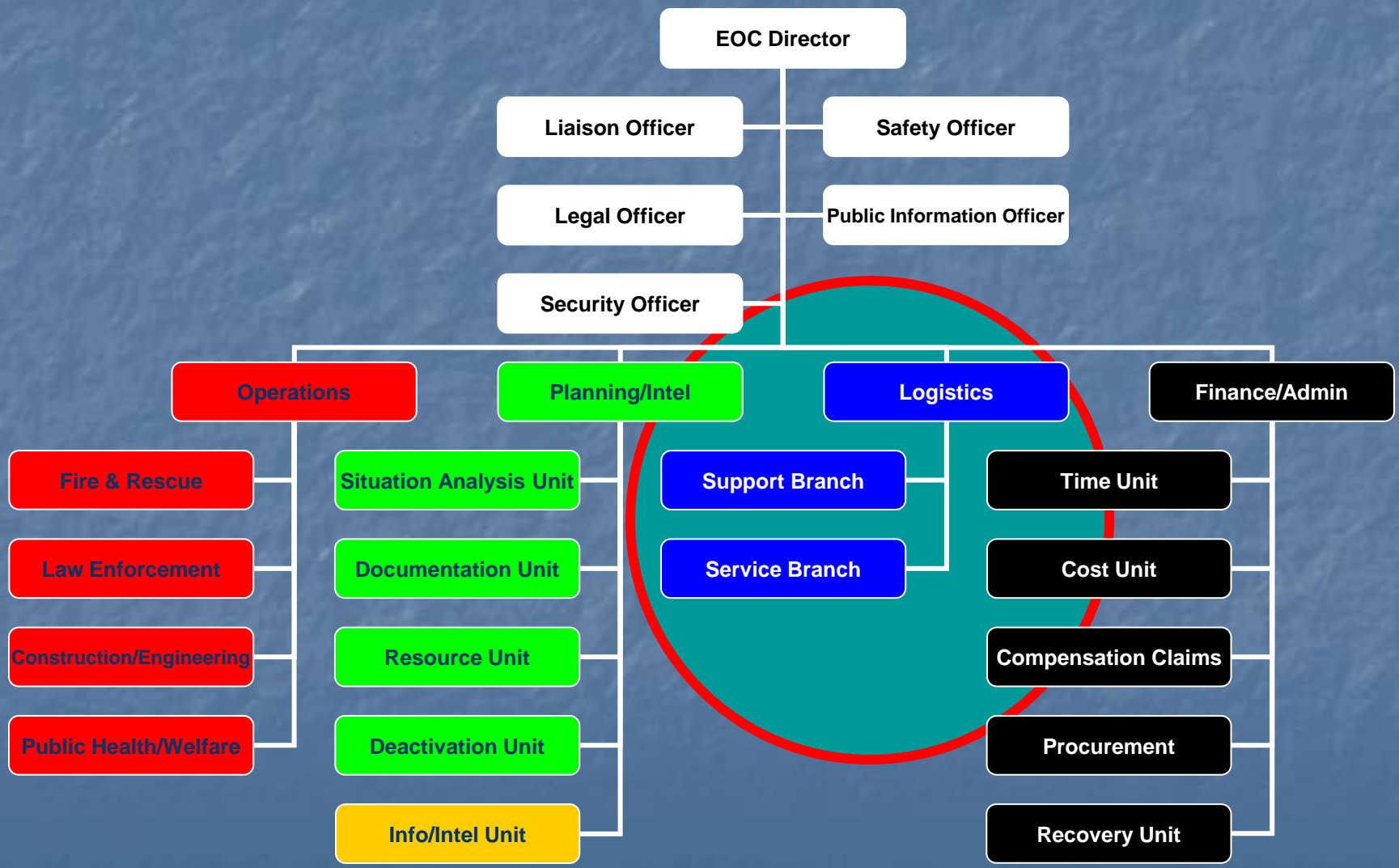
## EOC Organization

- Five primary EOC functions are established as separate sections in the EOC organization (Command-FLOP).
- Sub-Functions may be established for each section.
- Functions described here are those that may need to be activated during EOC activation.



# Logistics Section

## EOC Functional Organizational Chart



# Logistics Section

## Logistics Section





# Logistics Section

## Generic Checklist Activation



- Key staff personnel report to EOC and check-in upon arrival.
- Set-up work station & review position responsibilities.
- Establish & Maintain a position log (ICS-214).
- Determine resource needs/copies of plans/reference documents.



# Logistics Section

## Logistics Section Chief Responsibilities

- Logistics Section provides facilities, services, resources and other support services.
- Ensure the Logistics function is carried out in support of the EOC.
- Coordinate closely with the Operations Sections Chief to establish priorities for resource allocation.





# Logistics Section

## Logistics Section Chief During Activation

- Ensure Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Activate branches/units within section as needed for each element of the Support Branch and Service Branch.
- Mobilize sufficient section staffing for 24-hour operations.



# Logistics Section

## Logistics Section Chief During Operations

- Meet regularly with section staff and work to reach consensus on section objectives for upcoming operational periods.
- Ensure that the Supply Unit coordinates closely with the Procurement/Purchasing unit in the Finance/Admin Section.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.



# Logistics Section

## Support Branch Director Responsibilities

- Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director.
- Determine if support branch personnel are sufficient to manage associated tasks.
- Maintain surveillance of assigned units work progress and inform Section Chiefs of activities.





# Logistics Section

## Support Branch Director During Operations

- Confirm resource ordering process and *who is authorized* to order with Logistics section chief.
- Confirm facilities in use and determine the potential for additional facilities.
- Determine the need for fuel delivery and vehicle support.





# Logistics Section

## Supply Unit Leader Responsibilities

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate delivery of supplies and materials as required.
- Supervise the Supply/Procurement Unit.



# Logistics Section

## Supply Unit Leader During Operations

- Determine if requested types and quantities of supplies and material are available in inventory.
- Determine Procurement spending limits with the Purchasing Unit in Finance/Admin.
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operations Area.



# Logistics Section

## Transportation Unit Leader Responsibilities

- In coordination with the Construction/Engineering Branch Chief and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
- Arrange for the acquisition or use of required transportation resources.



# Logistics Section

## Transportation Unit Leader During Operations

- Work closely with the EOC Manager and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance is needed at field level.





# Logistics Section

## Facilities Unit Leader Responsibilities

- Ensure that adequate facilities are provided for the response effort including securing access to the facilities and providing staff, furniture, supplies and materials necessary to configure the facilities.
- Ensure acquired buildings, building floors and/or workspaces are returned to their original state when no longer needed.



# Logistics Section

## Facilities Unit Leader During Operations

- Coordinate with branches and units in the Operations Section to determine if assistance is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, ensuring that utilities and restrooms are operating properly.



# Logistics Section

## Ground Support Unit Leader Responsibilities

- Support out-of-service resources.
- Arrange for and activate fueling, maintenance and repair of ground transportation vehicles.
- Requisition maintenance and repair supplies.





# Logistics Section

## Ground Support Unit Leader During Operations

- Work with EOC Manager to determine facilities and furnishings required for effective operation of the EOC.
- Develop and maintain a status board depicting the location of each facility; description of furnishings, supplies, and equipment at the site.
- Coordinate with branches and units in the Operations Section to determine if assistance is needed at the field level.





# Logistics Section

## Resource Tracking Unit Leader Responsibilities

- Coordinate with other units in the Logistics Section to capture and centralize necessary resource/location status information.
- Develop and maintain resource status/location boards in the Logistics Section.



# Logistics Section

## Resource Tracking Unit Leader During Operations

- Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel and transportation.
- As resource requests are received in the Logistics Section, post requests on a status board and track the progress of the request until filled.



# Logistics Section

## Personnel Unit Leader Responsibilities

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit and register volunteers and required.
- Develop an EOC organization chart.



# Logistics Section

## Personnel Unit Leader During Operations

- Develop an organization chart depicting each activated position; Chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.





# Logistics Section

## Service Branch Director Responsibilities

- Participate in Service Branch/Logistics Section planning activities.
- Organize and prepare assignments for Service Branch Personnel.
- Coordinate activities of branch units.



# Logistics Section

## Service Branch Director During Operations

- Ensure that personnel assigned have adequate food and water.
- Coordinate with Operations to ensure adequate medical support to incident personnel.
- Coordinate activities of Branch Units.
- Document all activity on Unit Log (ICS Form 214).



# Logistics Section

## Communications Unit Leader Responsibilities

- Install, activate and maintain radio and telephone communication systems for the EOC.
- Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Assign Amateur Radio Operators as needed to augment primary communications networks.



# Logistics Section

## Communication Unit Leader During Operations

- Monitor and test the activated radio and telephone systems, continually.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- Meet periodically to ensure radio frequencies are adequate.





# Logistics Section

## Information Technology Unit Leader Responsibilities

- Install, activate and maintain information systems for the EOC.
- Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
- Conduct training as required on use of Information Management Systems.



# Logistics Section

## Information Technology Unit Leader During Operations

- Monitor and test computer information systems and ensure automated information links with the EOC are maintained.
- Keep the Communications Unit Leader and EOC Manager informed of system failures and restoration activities.



# Logistics Section

## Medical Unit Leader Responsibilities

- Obtaining medical aid and transportation for injured and ill Emergency Management Team personnel.
- Preparation of reports and records.
- Development of EOC Medical Plan (ICS Form-206)
- Assist operations in supplying medical care and assistance to civilian casualties at the emergency.



# Logistics Section

## Medical Unit Leader During Operations

- Obtain information on any injuries that occurred during initial response operations.
- Determine Number and location of aid stations.
- Determine number and location of stand-by Ambulances, helicopters, and medical personnel assigned to the incident.
- Determine potential for special medical problems, i.e. hypothermia, dehydration, heat stroke, exposure to hazardous materials.





# Logistics Section

## Food Unit Leader Responsibilities

- Determine feeding requirements at all emergency facilities.
- Determining Menu Planning.
- Determining cooking facilities that may be required.
- Responsible for food management and serving.



# Logistics Section

## Food Unit Leader During Operations

- Determine food service requirements for planned and expected operations.
- Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
- Determine location of working assignment.



# Logistics Section

## Generic Checklist Deactivation

- Deactivate position and close out log when authorized.
- Complete all required forms and submit to Planning Section, as appropriate.
- Provide input for after-action report.
- Thoroughly brief person relieving you.
- Clean up workstation.
- Ensure proper CHECK-OUT upon EOC Deactivation.
- Leave your contact number where you can be reached.



# Logistics Section

EOC Logistics Section

THANK YOU!

Any Questions??